



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
AND FORT LEE
3901 A AVENUE SUITE 200
FORT LEE, VIRGINIA 23801-1809

REPLY TO
ATTENTION OF:

ATCL-RM (672-20)

NOV 21 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY 07 Civilian Awards Program

1. The civilian awards program is a means in which to foster mission accomplishment by recognizing excellence and motivating the work force to higher levels of performance and service. Recognizing employees with incentive awards is probably the most useful and powerful management tool a manager can have. Recognition of an employee's outstanding performance or significant contribution helps build morale and empowers a manager to build and maintain a motivated and productive organization. AR 672-20, Incentive Awards, provides specific forms of recognition available to managers along with applicable guidance concerning civilian incentive awards. Historically the CASC&FL Civilian Awards Program has been administered utilizing ceilings for each UIC for all monetary awards and Quality Increases (QI). Ceilings allowed for an equitable distribution of award dollars across Fort Lee. Funding constraints this fiscal year are precluding the use of a centralized program.

2. The use of monetary awards including performance awards (PA), special act awards (SA), on-the-spot awards (OTS), and QIs will be left to the discretion of each Commander/Commandant based on their own funding constraints. If monetary awards can be afforded within your organization, then appropriate guidelines should be developed and provided to your directors to supplement this policy. The following information from prior years is provided for planning purposes.

a. Monetary awards were established at a rate of .8% of the average salary for each UIC. The QI ceilings were established at 6% of each UIC's approved Civilian Employment Level Plan (CELP) for eligible employees (based on regulatory guidance, wage grade employees are ineligible).

b. Performance awards were capped at a maximum of 2.25% of an employee's annual salary.

c. The monetary range for OTS awards is \$50 - \$500, as prescribed by regulation.

d. Approval authority for PA, SA, and OTS awards were delegated to senior raters at the discretion of Commandants/Deputy Commanders/Directors.

e. Approval authority for QIs for CASC&M, QMC&S, and ALMC were delegated to the CASC&M Chief of Staff, QMC&S Deputy to the Commander, and ALMC Commandant, respectively. Nominations for QIs were reserved for extremely deserving individuals who demonstrated continued exceptional performance over successive years.

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3. Time Off Awards (TOAs) are another means to recognize exceptional performance or significant accomplishments by employees. The use of TOAs by managers is highly encouraged and offers a viable alternative to monetary awards. Employees may be granted a total of up to 80 hours of time off during a leave year, with the maximum amount of one TOA being 40 hours. A TOA for 40 hours is comparable to a monetary award of 2% of an employee's salary.
4. Consideration should also be given toward honorary awards. Information and guidance for honorary awards can be found in Chapter 8 of AR 672-20.
5. DCSRM will continue to manage the overall civilian awards program by monitoring and reporting on program execution. All monetary awards and TOAs will be submitted through DCSRM for processing and verification of funding availability. DCSRM will provide status reports at the end of each TAPES rating cycle and at the end of the fiscal year.
6. Supervisors must ensure that our employees understand the purpose of the program and also ensure that awards do not become expected or perceived to be an entitlement. The spirit and intent of the incentive awards program are to give recognition for high level performance. Supervisors are reminded that a high level of performance can be achieved at any grade level and often the success of a program/directorate hinges on the performance of the lower grade employees. Supervisors should have clearly defined standards and rationale for any awards nomination. Though monetary awards are constrained this fiscal year, I am committed to a successful awards program.



MITCHELL H. STEVENSON

Major General, US Army
Commanding

Encl

DISTRIBUTION:

Cdr, QMC&S

CASCOM Chief of Staff

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